

Burroughs



The Burroughs Portable *Adding Machine*

COUNTER
USERS

MISC. USES

MULTIPLYING

SPECIAL
LINES

A Style and Size for Every Need



STYLE 8 06 01

A 6 column Portable with all the features of the 8 column. It has a $3\frac{7}{8}$ inch carriage.

3	2.4	7	*
4	7.2	5	
	6.2	7	
8	5.9	9	*



STYLE 8 10 01

A Portable Adder with 10 columns giving it a totaling and listing capacity of \$99,999,-999.99. It has a $3\frac{7}{8}$ inch carriage.



STYLE 9 08 01

A Portable Subtractor combining the features of the Adder with direct subtraction. Equipped with a $3\frac{7}{8}$ inch carriage.

2	5.2	3	*
	3.4	8	
2	8.7	1	S
	7.5	2	-
2	1.1	9	*

	2	3	$\frac{5}{8}$	*
	3	2	$\frac{3}{8}$	
1	0	2	$\frac{1}{8}$	
	2	3	$\frac{1}{2}$	
	1	4	$\frac{7}{8}$	
1	9	6	$\frac{1}{2}$	*



STYLE 8 08 07

Adds whole numbers and $\frac{1}{8}$ fractions at the same time, automatically reducing fractions to whole numbers.



STYLE 8 10 11

A 10 column adder with $\frac{1}{8}$ and $\frac{1}{12}$ fractions.

Especially adapted for handling feet, inches and eighths of inches.

	1	3	6	$\frac{7}{8}$	*
1	3	2	11		
		9	$\frac{1}{2}$		
	1	2	4	$\frac{3}{4}$	
1	6	7	10	$\frac{5}{8}$	*

	5	7	1	*
1	5	4	10	
	4	3	5	
	3	4		
	1	2	7	
	4	2		
	5	7	2	
4	0	1	1	*



STYLE 8 10 09

Adds whole numbers and $\frac{1}{12}$ fractions at the same time, automatically reducing fractions to whole numbers.

				*
	6	2	5	
	3	4	0	
1	1	2	4	
	4	5	4	
1	3		4	
	2	3	0	
4	1	5	7	*



STYLE 8 08 14

Adds hours and minutes at the same time, automatically reducing minutes to hours. A similar machine permits adding minutes in periods of 5 instead of 1.



STYLE 8 10 02

A Portable Adder with 10 columns giving it a totaling and listing capacity of \$99,-999,999.99.

It has a 12 $\frac{1}{4}$ inch movable carriage for listing and totaling in various columns of wide forms for permanent record. It also accommodates roll paper.

				*
	2	4	$\frac{3}{8}$	
1	3	2	$\frac{3}{4}$	
	1	1	$\frac{1}{4}$	
	2	5		
	1	0	$\frac{7}{8}$	
	2	4	$\frac{5}{8}$	
6	2	2	8	*



STYLE 8 10 22

Adds whole numbers and fractions at the same time, automatically reducing fractions to whole numbers and also automatically counting and printing the total number of items added.

.2	4	½	*
.1	2		
.4	¼		
.2	1	¼	
5	¾		
.1	3		
.8	0	¾	*



STYLE 8 08 15: SPREAD
KEYBOARD

This style Burroughs Portable is designed especially for use on the counter of retail stores. The listing capacity is $\$9.99\frac{3}{4}$ —totaling capacity $\$99.99\frac{3}{4}$.



THE BURROUGHS PORTABLE
WITH CASH DRAWER

Any style Burroughs Portable can be attached to the above Burroughs cash drawer. Complete weight only about 34 pounds.

	3	½	*
1.	12.	11	
	0.	6	
	2	½	
	8.	0	½
1.	17.	0	
3.	18.	11	½ *



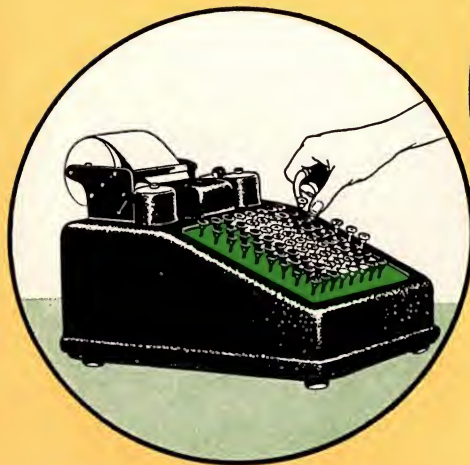
STYLE 8 10 02¼

The sterling currency Portable. It prints and adds pounds, shillings, pence and farthings, automatically converting farthings to pence, pence to shillings, and shillings to pounds.

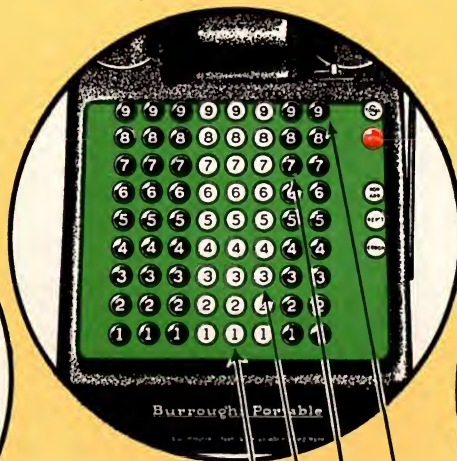
Simplicity ~ Speed ~ Accuracy

Standard Visible Keyboard

One hand control



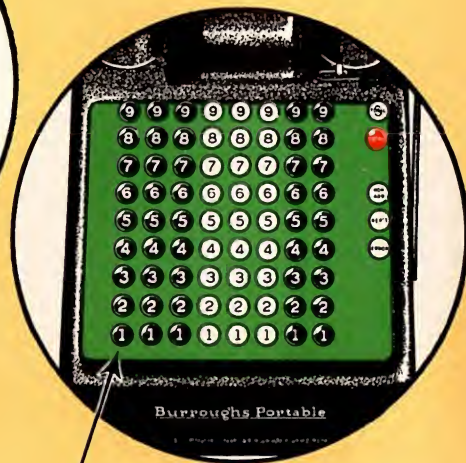
Left hand is free for following figures or turning slips



1 3 7 9

Permits checking the amount before it is printed

Automatic printing of ciphers and punctuation



100,000.00

Built to Burroughs Standards

Slightly larger
than a letterhead



Easily carried
Weighs only 19 pounds



BACKED BY
BURROUGHS
SERVICE



*You have
to figure—*

**Why not
figure
RIGHT**

Mistakes mean Losses

The
Burroughs
Portable
Prevents
Mistakes



COUNTER
USERS

MISC. USES

MULTIPLYING

SPECIAL
LINES

```

  125
   75
  ---
  225
   75
  ---
  79
 100
   9
  ---
 221
 324
  75
  ---
 204
   4
  ---
 729
13249
1000
  50
  75
  ---
 229
1468
 7250
 2750
  950
  ---
28082

```

The scratch pad way is
slow and difficult~

1. Writing the figures takes - 30 seconds
2. Adding the column takes - 60 seconds
3. Re-adding to check takes - 60 seconds
- Total* - - - 150 seconds

If either addition is wrong~

4. Adding again takes - - - 60 seconds
- Total* - - - 210 seconds

*

	1.2	5	
	.7	5	
	.2	5	
	2.7	5	
	.7	9	
	1.0	0	
		9	
	2.2	1	
	3.2	4	
	.7	5	
	.2	0	
		4	
	7.2	9	
1	3	2.4	9
1		0.0	0
		.5	0
		.7	5
		2.2	9
1		4.6	8
7		2.5	0
2		7.5	0
		9.5	0
2	9	0.8	2

*

The Portable way is fast and easy~

1. Merely list the figures

**IT TAKES ONLY
30 SECONDS**

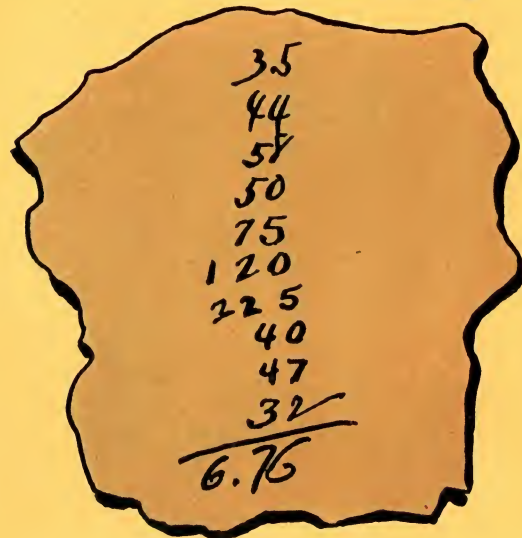
The Burroughs Portable adds
them and adds them **RIGHT!**

COUNTER
USES

The old way is slow and inaccurate

Hard to read~

Often wrong



The Burroughs way is quick and accurate~

Easy to read

Always right!

*
.3 5
.4 4
.5 8
.5 0
.2 5
1.2 0
2.2 5
.4 0
.4 7
.3 2
6.7 6 *





When you need
an adding machine

You Are
PAYING FOR IT
Whether You
Have It or Not

The Burroughs Portable on the Counter

Saves time

Saves customers

Saves money



The Burroughs Portable helps to make change

			"butter	60c	
			"bread	10c	
			"bacon	22c	
			"soap	10c	
			"coffee	40c	
.6 0	*				
.1 0					
.2 2					
.1 0					
.4 0					
1.4 2	*		"that's	\$1.42	<i>is there anything</i>
1.4 2	-		"\$1.42		<i>else madam, please?</i>
5.0 0			"out of	\$5.00	
3.5 8	*		"leaves	\$3.58	<i>(makes change)</i>
			"thank you — call again"		

Calling items aloud while listing on the machine
advertises your goods and prevents mistakes

Please Customers With a Burroughs Portable

It Prevents Mistakes

It Eliminates Disputes

It Creates Confidence

*It furnishes your Customer with a
printed record of her purchases*

The Burroughs Portable

Does It

**Quickly
Easily
Accurately**

Paid Out

.76
.35
.65
.56
.15
.45
2.92 *

Received
on Account

2.32
3.23
2.25
3.56
1 1.36 *

Rc 02 32
Pd 00. 76
Pd 00. 35
01. 49
01. 49
02. 18
Ch 05. 05
Ch 00. 56
Ch 00. 43
03. 65
04. 50
Rc 03. 23
Ch 17. 46
Rc 02. 25
Ch 04. 50
00. 73
Pd 00. 65
Ch 01. 25
04. 43
Pd 00. 56
Pd 00. 15
00. 94
Ch 00. 25
Ch 00. 75
00. 61
05. 78
Pd 00. 45
Ch 29. 47
Rc 03. 56
01. 09
00. 43
02. 16

Charge Sales 5.05

.56
1 7.43
4.50
1.25
.25
2 9.47
5 9.72 *

Recap.

Register Reading
of Cash Recd 4 0.84
Paid Out 2.92
Chgd to drawer 3 7.92
Cash short .15 *

Register Reading
of Cash Recd 4 0.84
Received on Ac 1 1.36
Cash Sales 2 9.48
Charge Sales 5 9.72
Total Sales 8 9.20 *

Analyze items on cash register detail strip to get figures which you need, for~



Studying your business

Posting to daily summaries

Posting to the General Ledger



YOU CAN GET VALUABLE FIGURE FACTS
WITHOUT A BURROUGHS PORTABLE

But DO You?

PETTY CASH PAID OUT

	3.9 7	*
1. POSTAGE		
2. OFFICE EXPENSE	1 4.9 5	
3. FREIGHT		
4. EXPRESS		
5. CARTAGE	2.9 0	
6. MERCHANDISE	7.9 3	
7. SELLING SUNDRY		
8. MISCELLANEOUS	2 9.7 5	*

*
 1 #
 .2 5
 .4 5
 .7 5
 2.3 4
 .1 8
 3.9 7 *
 3 #
 .3 5
 5.6 0
 .3 5
 .4 5
 2.3 0
 .7 5
 4.5 0
 .6 5
 1 4.9 5 *
 6 #
 .7 5
 .1 0
 .5 0
 .4 5
 .7 5
 .3 5
 2.9 0 *
 7 #
 .4 5
 .2 3
 2.3 0
 3.4 0
 .5 6
 .4 5
 .5 4
 7.9 3 *

CASH DRAWER BALANCE

PREVIOUS BALANCE		
IN DRAWER		
CASH SALES	1 1 5.0 0	*
RECD ON A/C	4 5.6 5	
MISC RECEIPTS	3 9.1 5	
TOTAL CASH	5 0.0 0	
PAID OUT	2 4 9.8 0	S
NET CASH ON HAND	2 2 9.7 5	-
DEPOSIT	2 2 0.0 5	S
DRAWER	1 2 0.0 5	-
	1 0 0.0 0	*

Balancing cash — (when no register is used)

A DAILY JOB MADE EASY WITH THE BURROUGHS PORTABLE

1. *During the day, place in the cash drawer ~*

A memo for each Cash Received item

The paid bill (or a memo) for each Paid Out

2. *At the end of the day ~*

Add the Cash Receipts

Add the Paid Outs

Count the Cash on hand

3. *Cash at beginning of day ~*

(+) plus Cash Receipts

(-) minus Paid Outs

(=) equals Cash on hand

Sort and add Paid Outs by expense accounts to get the amount to charge to each expense account

Takes 3 minutes!

Takes 1 minute!

DEPOSITED WITH

FIRST NATIONAL BANK

FOR CREDIT OF

James Lowe & Co
Nov 8 192

	DOLLARS	CENTS
CURRENCY	143	00
GOLD	10	00
SILVER	7	75
CHECKS	11	43
	32	45
	111	65
	7	58
	11	79
	4	30
	21	35
	2	65
	101	35
	465	30

PLEASE LIST EACH CHECK SEPARATELY

IN RECEIVING ITEMS FOR DEPOSIT OR COLLECTION, IN CASHING CHECKS OR OTHERWISE, THIS BANK ACTS ONLY AS A DEPOSITORY COLLECTING AGENT AND CANNOT BE RESPONSIBLE BEYOND THE TENURE OF OUR CARE. ALL ITEMS ARE CREDITED TO THE DEPOSITOR'S ACCOUNT IN CASE OF DELAYED CASHING. THIS BANK WILL NOT BE LIABLE FOR RETURN OF RESIDUES OF ITS ONLY SELECTED CORRESPONDENTS FOR CASH DEPOSITS IN TRANSIT, AND EACH CORRESPONDENT SO SELECTED SHALL NOT BE LIABLE EXCEPT FOR ITS OWN NEGLIGENCE. THIS BANK IS NOT A CORRESPONDENT BANK AND DOES NOT ACCEPT DEPOSITS FROM ANY OTHER BANKS OR INSTITUTIONS. THIS BANK IS NOT A CORRESPONDENT PAYMENT IN LIEU OF CASH. IT MAY CHANGE BACK ANY ITEM, WHETHER OR NOT THE ITEM IS CASHED ON THE BANK OR ON ANY OF ITS BRANCHES, AT ANY TIME BEFORE FINAL PAYMENT, WITHOUT RETURNED OR NOT.

DEPOSITED WITH

FIRST NATIONAL BANK

FOR CREDIT OF

James Lowe & Co
Nov 8 192

	DOLLARS	CENTS	*
CURRENCY	143	00	
GOLD	10	00	
SILVER	7	75	
CHECKS	11	43	
	32	45	
	111	65	
	7	58	
	11	79	
	4	30	
	21	35	
	2	65	
	101	35	
	465	30	*

PLEASE LIST EACH CHECK SEPARATELY

IN RECEIVING ITEMS FOR DEPOSIT OR COLLECTION, IN CASHING CHECKS OR OTHERWISE, THIS BANK ACTS ONLY AS A DEPOSITORY COLLECTING AGENT AND CANNOT BE RESPONSIBLE BEYOND THE TENURE OF OUR CARE. ALL ITEMS ARE CREDITED TO THE DEPOSITOR'S ACCOUNT IN CASE OF DELAYED CASHING. THIS BANK WILL NOT BE LIABLE FOR RETURN OF RESIDUES OF ITS ONLY SELECTED CORRESPONDENTS FOR CASH DEPOSITS IN TRANSIT, AND EACH CORRESPONDENT SO SELECTED SHALL NOT BE LIABLE EXCEPT FOR ITS OWN NEGLIGENCE. THIS BANK IS NOT A CORRESPONDENT BANK AND DOES NOT ACCEPT DEPOSITS FROM ANY OTHER BANKS OR INSTITUTIONS. THIS BANK IS NOT A CORRESPONDENT PAYMENT IN LIEU OF CASH. IT MAY CHANGE BACK ANY ITEM, WHETHER OR NOT THE ITEM IS CASHED ON THE BANK OR ON ANY OF ITS BRANCHES, AT ANY TIME BEFORE FINAL PAYMENT, WITHOUT RETURNED OR NOT.

Write bank deposit tickets with the Burroughs Portable

*Their Accuracy and Neatness
command respect at the bank*

SAVE TIME AND MISTAKES

Balancing with the bank is a simple job with the Burroughs Portable

*No man
should do
what a machine
can do easier
and better*

To prove
check book
balance

1	5.7	5	*
	6.0	0	
8	2.3	5	
5	6.9	9	
1	2.5	0	
	3.0		
6	4.8	2	
	3.4	5	
8	1	9.6	0 *

Checks issued

3	2	1.2	4
	3	3.4	5
	5	4.3	0
	6	2.1	5
9	2	5.6	8
	9	8.6	8
1	7	7.4	5
1,6	7	2.9	5 S
	8	1	9.6 0 -
	8	5	3.3 5 *

Deposits

Less checks

Check book bal.

0. 116
7-31 192
C. W. Walden

DOLL'S. CTS.		
BAL.	679	35
DEP.	177	45
TOTAL	856	80
THIS CHECK	3	45
BAL.	853	35

To reconcile bank
statement balance



IN ACCOUNT WITH
THE
STATE
SAVINGS BANK

KIN

ADDRESS.

TE

DEPOSITS

DATE

NEW BALANCE

BALANCE FORWARD FROM
LAST STATEMENT

3 2 1.2 4

*
1.0 2 #
1 2.5 0
1.0 6 #
1 2 1.5 0
1.1 1 #
3 6.7 2
1.1 2 #
2 1.8 7
1.1 6 #
3.4 5

.00 -

99 -

82 -

50 -

26 -

3 3.4 5

5 4.3 0

6 2.1 5

9 2 5.6 8

9 8.6 8

1 7 7.4 5

JUL 3

JUL 4

JUL 6

JUL 7

JUL 16

JUL 17

JUL 27

JUL 31

299.49 *

332.94 *

194.55 *

256.70 *

145.68 *

962.80 *

936.76 *

1,049.39 *

Outstanding checks

Check book bal.

Bank's bal

1 9 6.0 4 S

8 5 3.3 5

1,0 4 9.3 9 *

OTHER
STYLES

CALCUL

MULTIPLYING

SPECIAL
LINES

Distribute figure facts with a Burroughs Portable

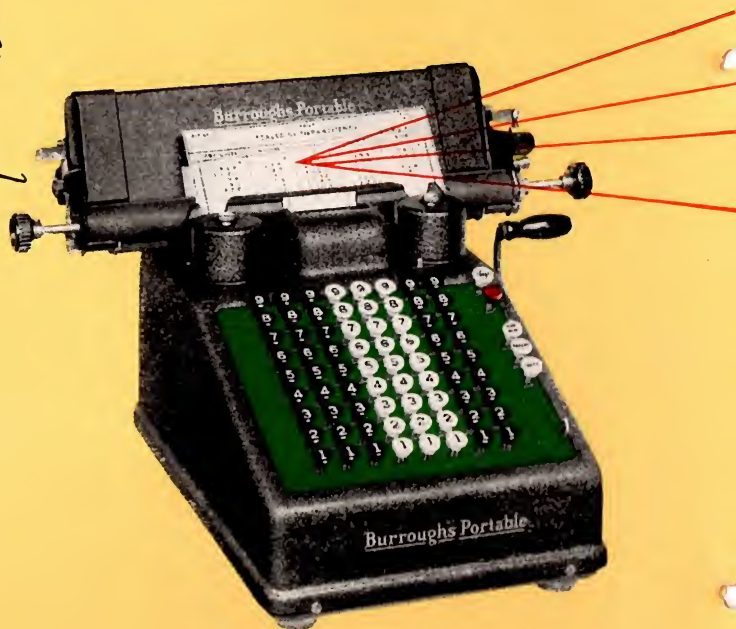
Better figure facts help you ~

Develop profitable departments or lines

Strengthen or eliminate unprofitable lines

Plan sales campaigns

Reduce overhead costs



MONTH
OF

MONTHLY EXPENSES BY DEPARTMENTS

TOTAL
EXPENSES

MONTH
OF

MONTHLY PURCHASES BY DEPARTMENTS

TOTAL
PURCHASES

MONTH
OF

MONTHLY SALES BY DEPARTMENTS

TOTAL
SALES

DAY OF

DAILY SALES BY DEPARTMENTS

TOTAL
SALES

4 2 5.1 6 *

Dry Goods	Notions	Suits	Millinery	Shoes
*	*	*	*	*
3.4 5	1.5 0	1 5.0 0	4.9 8	7.5 0
1 1.6 0	.2 3	4 5.0 0	1 2.5 0	1 2.5 0
.9 8	.3 0	2 5.0 0	1 0.0 0	7.7 5
3.4 5	.1 5	1 9.5 0	7.5 0	4.9 8
4.3 0	.1 6	1 7.5 0	5.0 0	3.6 5

	.2 3	2 5.0 0	5.9 8	
	.7 2		5.5 0	
	5			
	.2 4			
5 3.6 5 *	4.3 7 *	2 7 6.0 0 *	5 4.7 6 *	3 6.3 8 *

SHEET NO. 4

RECORD OF CASH RECEIVED FOR THE MONTH OF

January1927

LEDGER NO.

9 8.0 0
1 0 0.0 0
7 5.0 0
1 6.0 0
8 1.0 0
9 1.0 0
7.2 0
8.0 0
4 7.0 0
1.0 0
1 5.0 0
4 5 7.2 0 *

7.5 0
1 8.0 0
2 5.5 0 *

2.0 0
1.5 0
2.4 2
.3 0
8
6.3 0 *

Credits

4 5 7.2 0
2 5.5 0
4 8 2.7 0 *

Charges

6.3 0
6.5 0
2 2.2 0
4 4 7.7 0
4 8 2.7 0 *

DAY	DESCRIPTION	CREDIT			CHARGE			CHARGE BANK		
		ACCOUNTS RECEIVABLE	GEN. LEDGER		DISCOUNT ALLOWED	FREIGHT ALLOWED	GEN. LEDGER		AMOUNT RECEIVED	DAILY TOTAL
			ACCT. NO.	AMOUNT			ACCT. NO.	AMOUNT		
	Amount Brought Forward									
4	J.B. Stewart	78.00							78.00	
"	W.L. Long	22.00			2.00				20.00	
4	Jones Mfg. Co.	75.00			1.50	5.00			68.50	
5	Shoemaker Bros. & Co.	6.00	6	7.50					7.50	270.00
5	F.W. Ferriss	16.00				1.00			15.00	
"	O.M. Southard	81.00			24.00				78.58	
"	Wm. Bennett	9.00							9.00	100.58
6	Fred Smith (Ret.)	7.20					20	7.20		
"	G. Miller	8.00			3.00	5.00			7.20	
"	Robertson	47.00							47.00	547.20
"	W. Scherer	1.00			.08				.92	
"	E. Brown	15.00	23	18.00					18.00	
"	Williamson (Ret.)	15.00					20	15.00		189.20
	Total	467.20		265.50	6.30	6.50		22.20	447.20	

Foot and Prove the Cash Book with the Burroughs Portable

PREVENT MISTAKES~
BALANCE IN LESS TIME~

Get correct totals for the General Ledger

It's EASY~It's FAST

Add charge slips with a Burroughs Portable

Date <u>4/6</u> 192 <u>2</u>		ACCOUNT FORWARDED	
M	<u>M. Chamblee</u>		
No.	<u>119 Pine St</u>		
Reg. No.	Clerk <u>HE</u>		
1	<u>Bread</u>		<u>10</u>
2	<u>6 Cans Tomatoes</u>		<u>84</u>
3	<u>4 Can Soup</u>		<u>56</u>
4	<u>3* Beef</u>		<u>114</u>
5	<u>Olives</u>		<u>12</u>
6	<u>Beans</u>		<u>56</u>
7			
8			
9			
10			<u>332</u>
11			
12			
13			
14			
15			

21

Your account stated to date. If error is found return at once.

.1 0
 .8 4
 .5 6
 1.1 4
 .1 2
 .5 6
 3.3 2 *
 .1 4
 .1 2
 1.5 9
 .8 2
 .6 0
 2.0 9
 5.3 6 *
 1.8 2
 .5 6
 .4 4
 .2 5
 .3 7
 3.4 6 *
 .3 4
 .7 7

Perhaps the clerk adds charge slips quickly ~
but does he add them right?

Mistakes—



Lose cash—if under

Lose customers—if over

Lose time—always



The Burroughs Portable is fast and right!

Stop Credit Register Leaks

with a

Burroughs Portable



It detects mistakes~

Prevents losses~

Saves time~



Date 4/6 1928
 M J. A. Walker
 No. 419 Spring St
 Reg. No. _____ Clerk _____ ACCOUNT FORWARDED 1782

1		
2	Cash on a/c	10.00
3		
4	Allow on Eggs	30
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

17
 Your account stated to date. If error is found return at once.

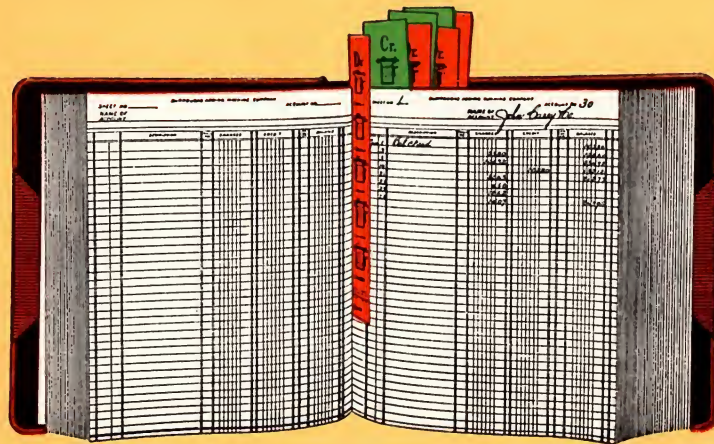
14 **18**
 15
 Your account stated to date. If error is found return at once.

16 **19**
 Your account stated to date. If error is found return at once.

1	7.8	2	*
1	0.0	0	-
	.3	0	-
	7.5	2	S
	.2	7	
	1.1	0	
	.1	5	
		5	
	.6	2	
	9.7	1	S
	.1	5	
	.4	7	
	.8	2	
	.1	0	
		5	
	1 1.3	0	*

Mistake

If it's worth posting, it's worth posting Right!



1.00
30.45
70.50
120.77
4.55
4.44
34.40
.56
10.30
.50
469.08 *

Charges to be posted

1.00
30.45
70.50
120.77
4.55
4.44
34.40
.56
10.30
.50
469.08 *

Charges posted

Proved

If your postings are right every day—
they are right at the end of the month

*P*rove all ledger postings
with a Burroughs Portable!

Saves Time — { Mistakes caught immediately—
No checking at end of the month

Saves Cash — { No loss through errors—Early
statements improve collections

Saves Customers — { No disputes with customers—
Accuracy inspires confidence

SHEET
NO. _____

NAME

*Smith-Williams Co*ACCOUNT
NO. *59*

DATE			CHARGES	✓	CREDITS	✓	DR. OR CR.	BALANCE
19								
<i>Feb</i>	<i>11</i>	<i>Mdse</i>						
	<i>24</i>	<i>"</i>						
<i>Mar</i>								
	<i>2</i>	<i>Mdse</i>						
	<i>6</i>	<i>Qm</i>						
	<i>9</i>	<i>Mdse</i>						
	<i>10</i>	<i>"</i>						
	<i>11</i>	<i>C-6259</i>						
	<i>16</i>	<i>Mdse</i>						
	<i>17</i>							
	<i>28</i>	<i>Allowance</i>						
<i>Apr.</i>								

*
 63.87
 46.70
 92.67
 23.35
 8.24
 33.46
 268.29 *

7.32
 63.87
 6.46
 77.65 *

268.29
 77.65 -
 190.64 *

CHARGES	✓	CREDITS	✓	DR. OR CR.	BALANCE
<i>1625</i>					
<i>4762</i>					
<i>6387</i>					<i>6387</i>
<i>4670</i>					
		<i>732</i>			
<i>9267</i>					
<i>2335</i>					
		<i>6387</i>			
<i>824</i>					
<i>3346</i>					
<i>16819</i>		<i>646</i>			
		<i>7765</i>			<i>19064</i>

Foot the Customers' Ledger with the Burroughs Portable

IT—

1. Adds charges on every account
 2. Adds credits on every account
 3. Deducts total credits from total charges on every account
 4. Prints balance of every account
-

AND DOES THIS—

Quickly and Correctly

Know DAILY the total owed you by customers!

Control A C Customers Ledger

	Date	Item	✓	Charges	✓	Credits	✓	Daily Balance
	Jan 1	Bal Fwd.						500000
	1	Charges (Sales)		10000				
	1	Credits (Cash)				2500		507500
	2	Charges		12000				
	2	Credits				5000		514500
	3	Charges		20000				
	3	Credits				11000		523500
	4	Charges		9268				
	4	Credits				23500		509268
	5	Charges		46908				
	5	Credits				17550		538626

The customers' daily ledger control—

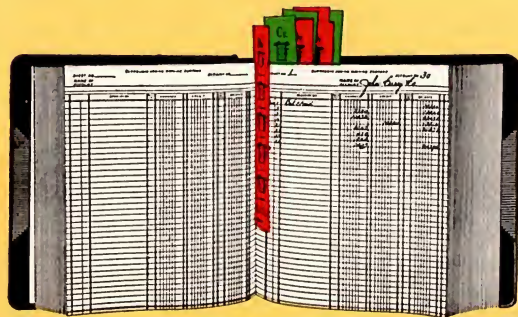
Always shows—

1. How much your customers owe you
2. The condition of collections
3. How much will be available to pay your bills
4. That your accounts are right

It's easy to get with the Burroughs Portable

Use the Burroughs Portable to secure the
general ledger trial balance

Quickly *and*
Easily



Adds all debit
balances

Adds all credit
balances



Saves time—Prevents mistakes

ASSETS

1 Cash	7 6.3 1
2 Bank	7 7 6.8 2
3 Accts Rec.	1, 4 7 1.6 2
4 Mdse. Purch.	2 5, 4 4 6.8 9
5 Notes Rec.	4 5 0.0 0
6 Furn. & Fix.	5, 4 8 3.5 0
7 Dely. Equipmt.	2, 8 7 5.8 4
8 Prop. Personal	1 0.0 0
9 Supplies	4 0 2.6 4

EXPENSES

30 Rent	3 2 0.0 0
31 Light Heat Power	1 0 2.6 3
32 Postage Tel. & Tel.	5 1.0 5
33 Interest Paid	9 8.7 3
34 Salaries	1, 6 7 8.7 5
35 Taxes & Ins.	1 1 8.3 0
36 Frt. Exp. & Dr.	1 0 1.5 4
37 Dely. Expense	6 1 6.2 4
39 Miscel. Expense	2 0 0.5 2

TOTAL DEBITS 4 0, 2 8 1.3 8 *

LIABILITIES

10 Accts. Pay.	4, 4 7 5.4 8
11 Notes Pay.	5 0 0.0 0
12 Sales Tax	1 0 4.9 5
13 Capital	1 5, 0 0 0.0 0
14 Surplus	1 7 5.3 4
15 Profit and Loss	

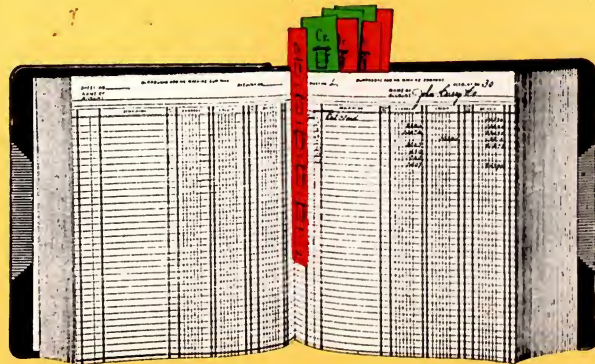
REVENUE

20 Sales	1 9, 6 6 9.8 8
21	
22 Dis. & Allow's earned	2 5 4.6 3
23 Interest Recd.	3 3.6 5
24 Miscel. Income	6 7.4 5

TOTAL CREDITS 4 0, 2 8 1.3 8 *

Trial balance made easy with the—

Burroughs Portable



Name	Amount	*
H. M. Adams	2 3.4 0	
Geo. W. Armstrong	5 6.0 0	
M. V. Babcock	4.0 0	
J. W. Baird	6.0 0	
Will J. Beck	5.7 9	
John Berry	7.8 9	
Thos. H. Cobb	5.0 0	—
D. A. Cook	4.6 0	

Frank Olsen	7 6.6 7	
Wm. Orth	3 5.0 0	
N. T. Shaw	1 0 0.0 0	
Ralph Stone	2 4 2.2 3	
James Todd	1 4 1.2 0	
F. L. Tucker	4.5 6	—
H. T. Wood	2.5 0	
TOTAL ACCTS. DUE	8 3 8.4 7	*

No hunting for errors at the
month-end



The Burroughs
Daily Proof of Posting
Prevents Them



Hand-made Statements

Are~

Slow to make

Hard to read

Often wrong

Usually late

Result~

Delays

Disputes

Slower collections



STATEMENT		
M	<i>R.M. Roberts</i>	Month of <i>Aug</i>
Address	<i>327 - 14 st</i>	
IN ACCOUNT WITH		
A MERCHANT		
	Balance Forward	5 00
2		2 18
3		3 75
11		56
12		5 60
24		6 50
25		4 50
26		6 70
		<hr/>
		35 59
<hr/>		

STATEMENT			
M	R. A. Roberts,		
Address	327 14th St.		
IN ACCOUNT WITH			
BURROUGHS PORTABLE USER			
Anywhere			
		DATE	AMOUNT
Balance Forward			2 5.0 0
		MAR 2	2.9 8
		3	3.7 5
		1 1	.5 6
		1 2	1 5.6 0
	To	2 4	6.5 0
	STORE	2 5	4.5 0
	where	2 6	6.7 0
			6 5.5 9 S
QUALITY			
RULES		CREDITS	
		MAR 1 0	2 0.0 0 ~
		2 4	1 0.0 0 -
Balance Due			3 5.5 9 *
This Statement Made on a BURROUGHS PORTABLE			

Burroughs Statements

Are~

Fast to make

Easy to read

Always right

Always prompt

*Advertise your business with
a businesslike statement*

The Burroughs Portable Statement Machine

STATEMENT
BURROUGHS ADDING MACHINE COMPANY

FEB 1

IN ACCOUNT WITH

- A. Customer
- Anywhere

MADE ON A BURROUGHS STATEMENT MACHINE

JAN 1	4.5 0	¢
5	2.0 0	
7	6.5 8	
12	1 3.5 0	
13	5.0 0	
19	1 2.1 1	
23	3.4 4	
24	.7 5	
25	2.1 1	
30	.4 5	
	5 0.4 4 S	
JAN 15	2 0.0 0 -	
	3 0.4 4 W	



DAILY JOURNAL
(Burroughs Business Control)

No. _____ Date Jan 17

CHARGE SALES		INVOICES RECEIVED	
2 4 4 5 *		1 4 3 5 0	
.6 0		7 5 5 0	
1 2 0		7 0 0	
5 4 0		2 4 5 0	
.5 7		5 3 7 5 0	
2 4 0			
.1 0			
1 2 5 9			
3 5 0			
.7 6			
1 9 5			
.4 5			
3 5 0			
7 6 6			
.5 5			
.4 0			
3 5 0			
.4 6			
1 2 0			
6 5 0			
7 6 0			
7 6 6			
.6 7			
4 0 0			
.6 0			
3 5 0			
6 0 0			
.7 0			
.7 6			
1 0 0			
2 4 0			
.4 5			
1 0 0			
.6 0			
2 5 0			
.8 0			
1 2 0			
.7 5			
5 3 3			
.5 6			
4 6 0			
.5 0			
.7 5			

JOURNAL ENTRIES—Debit	
8	4 3 0 0
25	1 6 5 7 0
14	1 2 0 0
	2 2 0 7 0 *

JOURNAL ENTRIES—Credit	
1	4 3 0 0
7	1 6 5 7 0
29	1 2 0 0
	2 2 0 7 0 *

Debit and Credit Journal Entries should equal

2 2 0 7 0 *

Debit A/c. Rec. 1 3 1 9 4 8
Credit Sales 1 3 1 9 4 8

MADE DAILY
on the
Burroughs
PORTABLE
STATEMENT
MACHINE

DAILY JOURNAL
(Burroughs Business Control)

No. _____ Date Jan 17

CASH RECEIVED		CASH PAID OUT	
On Account	Debit	Net Amount	Merchandise For Sale
.1 2	5 8 8		1 5 5 0
.4 0	7 6 0		7 4 0 0
8	3 9 2		1 4 3 6 0
1 2 0	5 8 0		6 5 0
.2 5	4 7 5		.7 5
2 4 0	2 9 4		
.6 0	1 1 7 6 0		
.2 0	2 9 4 0		
	5 4 0		

JOURNAL ENTRIES—Debit	
Dr. Dis. Gross	5 3 1 3
Cr. Accts. Rec.	5 3 1 3
Credit A/c. Receivable	2 4 0 6 9 8
Merchandise	6 5 4 0
17	5 4 0 0
24	

JOURNAL ENTRIES—Credit	
Dr. Dis. Gross	5 3 1 3
Cr. Accts. Rec.	5 3 1 3
Credit A/c. Receivable	2 4 0 6 9 8
Merchandise	6 5 4 0
17	5 4 0 0
24	

Debit and Credit Journal Entries should equal

2 2 0 7 0 *

Debit A/c. Rec. 1 3 1 9 4 8
Credit Sales 1 3 1 9 4 8

The Daily Newspaper of Your Business

PROGRESSIVE DAILY BUSINESS STATEMENT	Month Day Year	6 # 1 0 9 # 2 9 #
CASH SALES		*
Previous Total		6, 4 3 1.4 0
Today's Cash Sales		1 9 1.4 0
Total to date		6, 6 2 2.8 0 *
CHARGE SALES		
Previous Total		9, 6 4 7.1 0
Today's Charge Sales		7 2.8 0
Total to date		9, 7 1 9.9 0 *
COLLECTIONS		
Previous Total		7, 1 8 0.5 5
Today's Collections		1 9 1.4 0
Total to date		7, 3 7 1.9 5 *
PURCHASES		
Previous Total		9, 2 9 0.4 0
Today's Purchases		2 4 5.3 4
Total to date		9, 5 3 5.7 4 *
PAYMENTS ON PURCHASES		
Previous Total		8, 3 6 9.5 0
Today's Payments		2 2 1.9 1
Total to date		8, 5 9 1.4 1 *
CASH RECEIPTS		
Previous Total		1 3, 3 9 2.8 0
Today's Receipts		3 9 2.8 0
Total to date		1 3, 7 8 5.6 0 *
CASH DISBURSEMENTS		
Previous Total		1 3, 0 8 4.9 2
Today's Disbursements		5 5 4.4 0
Total to date		1 3, 6 3 9.3 2 *
BANK DEPOSITS		
Previous Total		1 1, 5 3 4.7 8
Today's Deposit		1 4 5.5 0
Total to date		1 1, 6 8 0.2 8 *
BANK CHECKS ISSUED		
Previous Total		9, 7 6 5.6 0
Today's Checks		3 1 5.9 5
Total to date		1 0, 0 8 1.5 5 *

Remarks

Rain

EXPENSES CLASSIFIED FOR INCOME TAX RETURN

SALARIES AND WAGES

Previous Total 1, 9 7 5.0 0 *

Paid today 6 5.0 0

Total to date 2, 0 4 0.0 0 *

RENT, LIGHT AND HEAT

Previous Total 4 3 7.5 5

Paid today 8 9.5 0

Total to date 5 2 7.0 5 *

INTEREST

Previous Total 2 1 2.4 5

Paid today 1 4.0 0

Total to date 2 2 6.4 5 *

TAXES

Previous Total 1 2 5.5 0

Paid today 1 2 5.5 0 *

Total to date 2 2 1.3 0

REPAIRS AND PROPERTY LOSS

Previous Total 2 2 1.3 0

Today's Expense or Loss 2 2 1.3 0 *

Total to date 2 0 4.3 4

BAD DEBTS

Previous Total 2 0 4.3 4

Today's Loss 2 0 4.3 4 *

Total to date 1 2 1.4 0

GENERAL EXPENSE

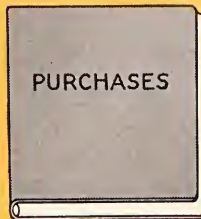
Previous Total 1 2 1.4 0

Paid today 1 8.4 5

Total to date 1 3 9.8 5 *

*Specify Property Loss:

that gives the facts today

[illegible]

SCHEDULE E—INCOME FROM BUSINESS OR PROFESSION (See Instructions)

1. Total profits from business or profession (Kind of business): *General Merchandise* **11,922.75**

Cost or Basis

2. Salaries		3. Material and supplies		4. Depreciation for auto.	<i>61,282.00</i>	5. Other costs (complete below on a separate sheet)	<i>17,125.00</i>	6. Total amount at beginning of year	<i>71,707.00</i>	7. Total (Items 1-6) at beginning of year	<i>83,632.75</i>	8. Total at end of year (Less than line 7)	<i>16,400.00</i>	9. Net Cost or Gross Profit (Enter Gross Profit here)	<i>67,232.75</i>	10. Net profit (Less than line 9)	<i>11,922.75</i>
-------------	--	--------------------------	--	---------------------------	------------------	---	------------------	--------------------------------------	------------------	---	------------------	--	------------------	---	------------------	-----------------------------------	------------------

11. Basis for Depreciation (Enter line 10) *11,922.75*

12. Basis for Depreciation (Enter line 10) *11,922.75*

13. Basis for Depreciation (Enter line 10) *11,922.75*

14. Basis for Depreciation (Enter line 10) *11,922.75*

15. Basis for Depreciation (Enter line 10) *11,922.75*

16. Basis for Depreciation (Enter line 10) *11,922.75*

17. Total (Items 10 to 14, inclusive) *11,922.75*

18. Net profit (Less than line 17) *11,922.75*

19. Net profit (Less than line 17) *11,922.75*

20. Net profit (Less than line 17) *11,922.75*

21. Net profit (Less than line 17) *11,922.75*

22. Net profit (Less than line 17) *11,922.75*

23. Net profit (Less than line 17) *11,922.75*

24. Net profit (Less than line 17) *11,922.75*

25. Net profit (Less than line 17) *11,922.75*

26. Net profit (Less than line 17) *11,922.75*

27. Net profit (Less than line 17) *11,922.75*

28. Net profit (Less than line 17) *11,922.75*

29. Net profit (Less than line 17) *11,922.75*

30. Net profit (Less than line 17) *11,922.75*

31. Net profit (Less than line 17) *11,922.75*

32. Net profit (Less than line 17) *11,922.75*

33. Net profit (Less than line 17) *11,922.75*

34. Net profit (Less than line 17) *11,922.75*

35. Net profit (Less than line 17) *11,922.75*

36. Net profit (Less than line 17) *11,922.75*

37. Net profit (Less than line 17) *11,922.75*

38. Net profit (Less than line 17) *11,922.75*

39. Net profit (Less than line 17) *11,922.75*

40. Net profit (Less than line 17) *11,922.75*

41. Net profit (Less than line 17) *11,922.75*

42. Net profit (Less than line 17) *11,922.75*

43. Net profit (Less than line 17) *11,922.75*

44. Net profit (Less than line 17) *11,922.75*

45. Net profit (Less than line 17) *11,922.75*

46. Net profit (Less than line 17) *11,922.75*

47. Net profit (Less than line 17) *11,922.75*

48. Net profit (Less than line 17) *11,922.75*

49. Net profit (Less than line 17) *11,922.75*

50. Net profit (Less than line 17) *11,922.75*

51. Net profit (Less than line 17) *11,922.75*

52. Net profit (Less than line 17) *11,922.75*

53. Net profit (Less than line 17) *11,922.75*

54. Net profit (Less than line 17) *11,922.75*

55. Net profit (Less than line 17) *11,922.75*

56. Net profit (Less than line 17) *11,922.75*

57. Net profit (Less than line 17) *11,922.75*

58. Net profit (Less than line 17) *11,922.75*

59. Net profit (Less than line 17) *11,922.75*

60. Net profit (Less than line 17) *11,922.75*

61. Net profit (Less than line 17) *11,922.75*

62. Net profit (Less than line 17) *11,922.75*

63. Net profit (Less than line 17) *11,922.75*

64. Net profit (Less than line 17) *11,922.75*

65. Net profit (Less than line 17) *11,922.75*

66. Net profit (Less than line 17) *11,922.75*

67. Net profit (Less than line 17) *11,922.75*

68. Net profit (Less than line 17) *11,922.75*

69. Net profit (Less than line 17) *11,922.75*

70. Net profit (Less than line 17) *11,922.75*

71. Net profit (Less than line 17) *11,922.75*

72. Net profit (Less than line 17) *11,922.75*

73. Net profit (Less than line 17) *11,922.75*

74. Net profit (Less than line 17) *11,922.75*

75. Net profit (Less than line 17) *11,922.75*

76. Net profit (Less than line 17) *11,922.75*

77. Net profit (Less than line 17) *11,922.75*

78. Net profit (Less than line 17) *11,922.75*

79. Net profit (Less than line 17) *11,922.75*

80. Net profit (Less than line 17) *11,922.75*

81. Net profit (Less than line 17) *11,922.75*

82. Net profit (Less than line 17) *11,922.75*

83. Net profit (Less than line 17) *11,922.75*

84. Net profit (Less than line 17) *11,922.75*

85. Net profit (Less than line 17) *11,922.75*

86. Net profit (Less than line 17) *11,922.75*

87. Net profit (Less than line 17) *11,922.75*

88. Net profit (Less than line 17) *11,922.75*

89. Net profit (Less than line 17) *11,922.75*

90. Net profit (Less than line 17) *11,922.75*

91. Net profit (Less than line 17) *11,922.75*

92. Net profit (Less than line 17) *11,922.75*

93. Net profit (Less than line 17) *11,922.75*

94. Net profit (Less than line 17) *11,922.75*

95. Net profit (Less than line 17) *11,922.75*

96. Net profit (Less than line 17) *11,922.75*

97. Net profit (Less than line 17) *11,922.75*

98. Net profit (Less than line 17) *11,922.75*

99. Net profit (Less than line 17) *11,922.75*

100. Net profit (Less than line 17) *11,922.75*

101. Net profit (Less than line 17) *11,922.75*

102. Net profit (Less than line 17) *11,922.75*

103. Net profit (Less than line 17) *11,922.75*

104. Net profit (Less than line 17) *11,922.75*

105. Net profit (Less than line 17) *11,922.75*

106. Net profit (Less than line 17) *11,922.75*

107. Net profit (Less than line 17) *11,922.75*

108. Net profit (Less than line 17) *11,922.75*

109. Net profit (Less than line 17) *11,922.*

If the Government needs these
figures once a year to know the
condition of your business—




YOU NEED THEM EVERY DAY

COUNTER
USES

MISC. USES

Check your incoming bills
with the Burroughs Portable




DON'T PAY FOR THE OTHER
FELLOW'S MISTAKES

The Burroughs Portable multiplies and also prints the proof!

BROWN & SMITH CO.
1234 MAIN STREET

**PAINTS
GLASS
ROOFING**



**STOVES
TOOLS
SPORTING GOODS**

INVOICE NO. _____

YOUR ORDER NO. **B 728**

SOLD TO City Hardware Co.,
 587 State Street,

DATE **January 15,**

SHIPPED VIA _____

ROUTE _____

TERMS _____

TERMS: ALL INVOICES DUE THE TENTH OF THE MONTH FOLLOWING PURCHASE.

PIECES	DESCRIPTION	WEIGHT	PRICE	AMOUNT
24	Open end Wrenches		3.50	85.00

*

4 {
2 {

3.5 0
 3.5 0
 3.5 0
 3.5 0
 3 5.0 0
 3 5.0 0
8 4.0 0 *

PAGE

PRICED BY

CP.

DEPARTMENT

8

EXTENDED BY

A.K.

ENTERED BY

ERW

LOCATION

EXAMINED BY _____

S.E.A.

$$\begin{array}{l} 3 \left\{ \begin{array}{l} 1 \ 9.5 \ 0 \\ 1 \ 9.5 \ 0 \\ 1 \ 9.5 \ 0 \\ 5 \ 8.5 \ 0 \end{array} \right. \quad * \\ \\ 4 \left\{ \begin{array}{l} 2 \ 2.5 \ 0 \\ 2 \ 2.5 \ 0 \\ 2 \ 2.5 \ 0 \\ 2 \ 2.5 \ 0 \end{array} \right. \\ 2 \left\{ \begin{array}{l} 2 \ 2 \ 5.0 \ 0 \\ 2 \ 2 \ 5.0 \ 0 \\ 5 \ 4 \ 0.0 \ 0 \end{array} \right. \quad * \\ \\ 4 \left\{ \begin{array}{l} 1 \ 2.7 \ 5 \\ 1 \ 2.7 \ 5 \\ 1 \ 2.7 \ 5 \\ 1 \ 2.7 \ 5 \end{array} \right. \\ 1 \left\{ \begin{array}{l} 1 \ 2 \ 7.5 \ 0 \\ 1 \ 7 \ 8.5 \ 0 \end{array} \right. \quad * \end{array}$$

Let the Burroughs Portable help you take inventory



It~

Multiplies faster

Adds faster

Figures correctly

Is cheaper

Note: Many users say that their Burroughs Portable pays for itself on inventory work alone.

INVOICE

CITY MARKET

Order No 1249

Order No. 12-14
For Joseph Smith
Address 145 Olive St

Date _____

11/12 19

✻

1.83

1.83

1.8 3

1.83

1 8.3 0

2 5.6 2 *

.3 4

.3 4

3.4 0

3.4 0

3.4 0

1 0.8 8 *

2 5.6 2

1 0.8 8

3 6.5 0 *

Figure all Outgoing Invoices
with the Burroughs Portable

HAVE THEM RIGHT—

Incorrect Invoices
Destroy Confidence

COUNTER
USES
MISC. USES
MULTIPLYING

PROFESSIONAL MEN

The Burroughs Portable—the ideal figuring machine



Doctors
Dentists

You can use the Portable with profit, on your—

- Bills
- Accounts
- Deposit slips
- Expenses
- Income tax work, etc.

Attractive
in appearance

Takes up little
space on your
desk

Designed to meet
your every need



Lawyers

You will find that the Portable
pays for itself many times on
your figure work, such as—

- Estate accounting
- Figuring interest on notes
- Adding expenses
- Adding accounts
- Income tax work, etc.

Burroughs Portability increased by this carrying case

Traveling Auditors
and Engineers



Contractors, Engineers, Traveling Auditors—can take the Burroughs Portable from job to job, thus saving valuable time.

Complete weight, with
Burroughs Portable
only 23 lbs



Accountants



Accountants and Auditors can take the Burroughs Portable right to their clients' offices to assist them in handling tedious figures.

NOTE: It is not necessary to take the Burroughs Portable out of the case to use it—merely remove the top of the carrying case, takes but 5 seconds to attach again and lock.

ARCHITECTS

The Burroughs Portable—especially designed for Architects

*
 9 3 ½
 1 1 5 ⅞
 1 2 2 ¼
 1 2 ½
 1 0 11
 3 8 ¼
 5 9 7 ⅝ *

“Feet, inches and fractions, and dollars and cents on the same machine!”

*
 1 2 5.7 5
 1, 2 3 4.0 0
 5 3 6.6 6
 7 5.5 0
 3 5.0 0
 7 5 3.0 0
 2, 6 4 6.0 0
 5, 4 0 5.9 1 *



Adds feet, inches and fractions of inches.

Use it—

- to check plans
- to save valuable time
- to prevent costly mistakes

Adds Dollars and Cents.
 Multiplies all kinds of figures.

Use it—

- to verify estimates and bills
- to add expenses
- to make deposit tickets
- to handle all kinds of figure work

Easily carried from desk to drafting board



Weighs only 19 lbs



Only slightly larger
than a letterhead

CONTRACTORS

Here's a Burroughs Portable built for your problems

[Special Combination]

"Feet, inches and fractions, and dollars and cents on the same machine!"

1	2	6	$\frac{5}{8}$	*
8	2			
1	0	11		
9	3	$\frac{7}{8}$		
1	4	10	$\frac{1}{4}$	
5	5	9	$\frac{3}{4}$	*

3	2	3.6	0	*
		3	7.5	0
4,	3	4	3.0	0
		2	4	5.0
4,	9	4	9.1	0

Adds feet, inches and fractions of inches.

Use it—
to check plans
to save valuable time
to prevent costly mistakes



Adds dollars and cents.
Multiplies all kinds of figures.

Use it—
to check estimates
to figure bills
to figure payrolls
to make deposit tickets
for accounts
for adding expenses
for income tax work, etc.

Save money and time with this contractor's combination Portable



Weights only
19 lbs!

ONLY A LITTLE
LARGER THAN
A LETTERHEAD



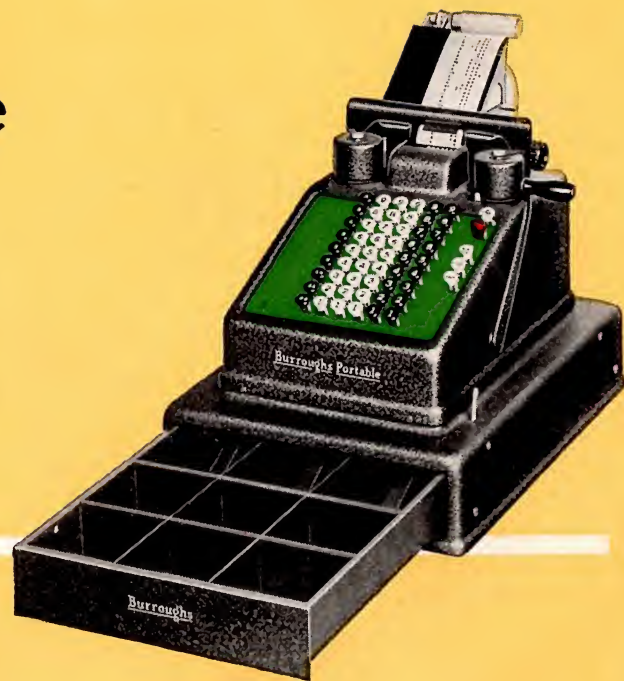
Use It at *Home*
or *Office!*

Take It Out to
the *Job!*

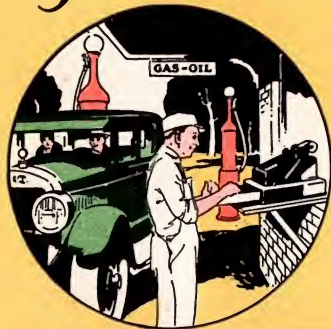
The
Burroughs Portable
with
Cash Drawer

Style 8 06 01

(with descriptive keys, rewind
device and ticket chute)



The Burroughs Portable with Cash Drawer



Filling Stations



Restaurants



Garage and Acces-
sories Dealers

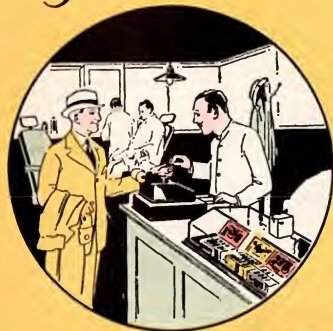


Stores



Radio and Electrical
Supplies

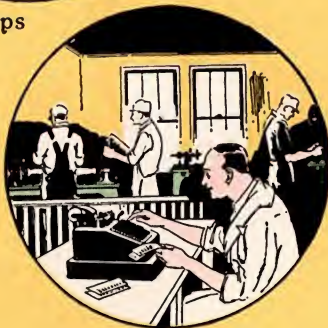
The Burroughs Portable with Cash Drawer



Barber Shops



Beauty Shops



Repair Shops



Cleaning, Pressing and
Dyeing Shops



Florists

Women like to operate the Burroughs Portable



The Office



The Home



The Secretary

The Portable is easy to carry—requires little desk space



Easily carried, weighs only
19 pounds

It has a beautiful crystal finish that will harmonize with the surroundings. It can be operated with one hand thus leaving the left hand free to sort invoices, sales tickets and other forms. It prints ciphers and punctuation automatically.



Slightly larger than a
letterhead

Yrs.	Balance After 10 % Depreciation	Interest at 6%
1	100 00	6 00
2	90 00	5 40
3	80 00	4 80
4	70 00	4 20
5	60 00	3 60
6	50 00	3 00
7	40 00	2 40
8	30 00	1 80
9	20 00	1 20
10	10 00	60
<i>Total interest</i>		<u>33 00</u>
Aver. yearly int. _____		3 30
Aver. yearly dep. _____		<u>10 00</u>
Total yearly cost _____		<u>13 30</u>
Total weekly cost _____		25

It costs only 25c a week to
own a Burroughs Portable

The Rest Is
PROFIT!

The following **USERS OF THE BURROUGHS PORTABLE** estimate that their Portable is worth to them, every week, the amount opposite their names

NAME	KIND OF BUSINESS	AMOUNT	NAME	KIND OF BUSINESS	AMOUNT
John Damico - Grocer		3 ⁰⁰	Way side Filling Station B. Law		2 ⁰⁰
C. M. Smeltz - Pressing shop		2 ⁰⁰	Blakely Storage Co		3. ⁰⁰
D. Marting Garage		2 ⁵⁰			
Busy Bee Restaurant Ch. Ernst		3 ⁰⁰			
Jim Carter Cash Meat Market		4 ⁰⁰			
Live Wire Battery Co C. Liberty		5 ⁰⁰			
Paul Savage Sav. & Grocery		3 ⁰⁰			
Horst - Garburei - G. W. Horst.		3 ⁰⁰			
M. M. Hilias - Waco Filling Station		2 ⁰⁰			
Davis Paint Co - Jim Davis		2 ⁵⁰			
Coles Rubber Co R. Cole		2 ⁰⁰			
Whiteside Auditing Co - N. J. Whiteside		4 ⁰⁰			
M. J. Sims Meats		2 ⁰⁰			

MODEL

USERS OF BURROUGHS PORTABLES

Chicago

ARCHITECTS

Miller & Martin
 Wm. Leslie Welton (2)
 D. O. Whilden
 Turner & McPherson
 B. B. Burnham
 J. J. O'Brien
 Sigmund Nesselroth
 Miller & Lanz
 Gilbert, Lee & Lancaster
 C. H. Macauley
 Bem Price
 Vaughan & Vaughan
 Donn, Harris & Rowland
 Warren, Knight & Davis
 J. E. Salie
 Signeur & Rees
 M. M. Melton
 Leo Oberdorfer
 Randolph & Reed
 Donald McDonald
 John Lewis
 Thomas Spaulding
 George & Pelham

ARCHITECTS

Robert & Emmettly
 E. R. Coty
 Roger & Cole

CONTRACTORS

Brady & Co.
 E. O. Jenks
 Koster & Scholze
 Breen & O'Malley
 Korcski & Rand

Sample
 For CITY Territories

USERS OF BURROUGHS PORTABLES

Mack County

- (r) Smith Grocery (2)
- (r) Cash-and-Carry Market (4)
- (w) Crown Supply Co. (2)
- (m) Standard Milling Co.
- (r) Peoples Drug Co.
- (m) Dobbs Mfg. Co. (9)
- (u) City Service Co. (18)
- (g) Mack Transfer Co.
- (p) Lowe & Adams, Attorneys
- (p) Dr. M. E. Lester
- (p) Drs. Adams & Hicks
- (p) Collins & Vaughan, Architects

Sample
For COUNTRY Territories

SPECIAL
LINES

MULTIPLYING

MISC. USES

COUNTER
USES

The following **USERS OF THE BURROUGHS PORTABLE** estimate that their Portable is worth to them, every week, the amount opposite their names

[illegible]

**OTHER
STYLES**

CALCULATOR

USERS OF BURROUGHS PORTABLES

USERS OF BURROUGHS PORTABLES

OTHER
STYLES

CALCULATOR

ACCESSORIES

USERS OF BURROUGHS PORTABLES

USERS OF BURROUGHS PORTABLES

OTHER
STYLES

CALCULATOR

ACCESSORIES



Style 2 09 03

The Burroughs Duplex

Two Adding Machines in **One**

Gives You

Group Totals and Grand Total
In One Run — No Re-listing



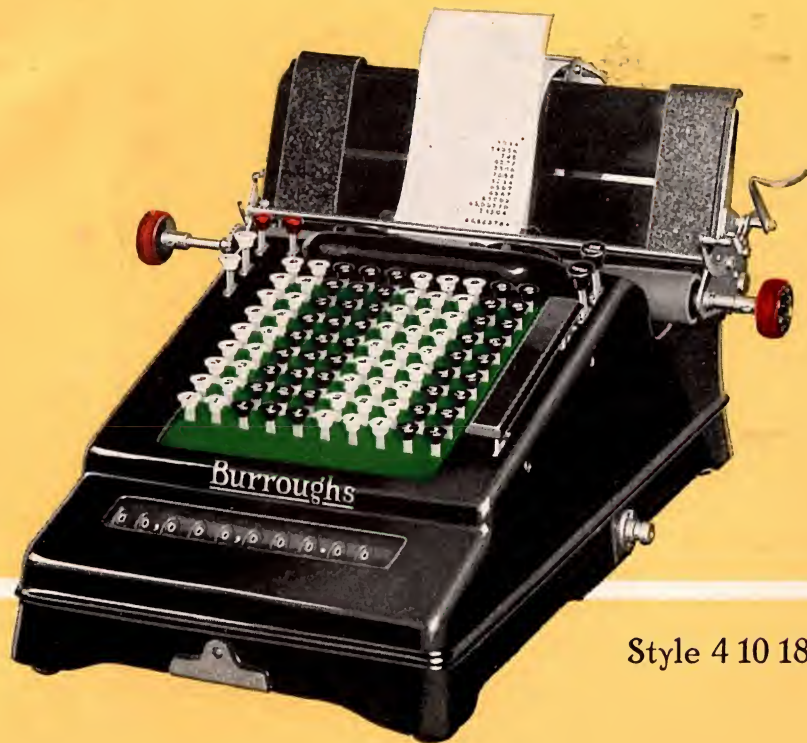
The Burroughs Duplex Adding Machine is really two adding machines in one—two machines operated from a single keyboard.

For instance, the Duplex will add groups of figures and give a total (besides a sub-total) of each group. Then, without re-listing a single group total, it gives a grand total of all groups, automatically. Such totals are necessary when distributing expenses, or sales by departments, salesmen, or lines.

Or, the Burroughs Duplex will add two columns of figures at the same time, give separate totals for both columns, and, if desired, will combine them into a grand total. In listing cost and selling price, Dr. and Cr. Postings, etc., this feature alone will save a great many minutes.



	5 4.4 0	
	3 5 6.0 0	
	6 5 0.0 0	
1,0 6 0.4 0	̄	GROUP TOTAL
	2.5 0	
	5.4 0	
	7.6 6	
1 5.5 6	̄	GROUP TOTAL
	2 0 4.0 0	
	7 6.5 0	
	4 6.7 2	
4 4 5.0 0		
7 7 2.2 2	̄	GROUP TOTAL
1,8 4 8.1 8	̄	GRAND TOTAL OF ALL GROUPS



Style 4 10 18

The Burroughs Class 4 Adding Machine

(Especially Designed for Heavy Duty)

This machine adds, subtracts, multiplies and divides.

It has visible adding dials.

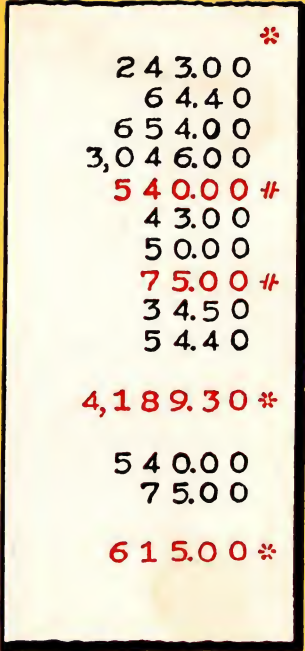
Totals, Sub-totals, and Non-added items are automatically printed in red.

Hand or electrically operated. On the electric machine, the depression of the Total or Sub-total key automatically operates the Motor Bar.

One hand control.

High or low stand furnished.

NOTE: Made in both 8 and 10 columns, with or without a wide carriage.



2 4 3.0 0 *

6 4.4 0

6 5 4.0 0

3,0 4 6.0 0

5 4 0.0 0 *

4 3.0 0

5 0.0 0

7 5.0 0 *

3 4.5 0

5 4.4 0

4,1 8 9.3 0 *

5 4 0.0 0

7 5.0 0

6 1 5.0 0 *

Style
4 10 04

Multiplier



The Burroughs Visible Multiplying Machine

A Calculating Machine That Prints

Listing and totaling capacity \$99,999,999.99.

Burroughs standard visible keyboard with multiplying feature.

Shift lever moves entire key factor either to right or left.

Complementary numbers on key tops for subtraction and division.

Visible adding dials.

Either narrow or wide carriage.

Totals, sub-totals, and non-add items are automatically printed in red.

Hand or electrically operated. On the electric machine, the depression of the Total or Sub-total key automatically operates the motor bar.

One hand control of handle and Total or Sub-total key.

High or low stand furnished.

$$\begin{array}{r}
 7 \left\{ \begin{array}{l} 2,4 \ 3,8 \ 7 \\ 2,4 \ 3,8 \ 7 \\ 2,4 \ 3,8 \ 7 \\ 2,4 \ 3,8 \ 7 \\ 2,4 \ 3,8 \ 7 \\ 2,4 \ 3,8 \ 7 \\ 2,4 \ 3,8 \ 7 \end{array} \right. \\
 2 \left\{ \begin{array}{l} 2,4 \ 3 \ 8,7 \ 0 \\ 2,4 \ 3 \ 8,7 \ 0 \end{array} \right. \\
 3 \left\{ \begin{array}{l} 2,4,3 \ 8 \ 7,0 \ 0 \\ 2,4,3 \ 8 \ 7,0 \ 0 \\ 2,4,3 \ 8 \ 7,0 \ 0 \end{array} \right. \\
 2 \left\{ \begin{array}{l} 2,4 \ 3,8 \ 7 \ 0,0 \ 0 \\ 2,4 \ 3,8 \ 7 \ 0,0 \ 0 \end{array} \right. \\
 5 \left\{ \begin{array}{l} 2,4 \ 3 \ 8,7 \ 0 \ 0,0 \ 0 \\ 2,4 \ 3 \ 8,7 \ 0 \ 0,0 \ 0 \\ 2,4 \ 3 \ 8,7 \ 0 \ 0,0 \ 0 \\ 2,4 \ 3 \ 8,7 \ 0 \ 0,0 \ 0 \\ 2,4 \ 3 \ 8,7 \ 0 \ 0,0 \ 0 \end{array} \right. \\
 1 \ 2,7 \ 6 \ 0,9 \ 8 \ 5,4 \ 9 \ *
 \end{array}$$

Burroughs Calculator

The Burroughs Calculator brings a portable, steel brain of unfailing accuracy to any kind of figuring



NOTE: This particular Burroughs Calculator adds to 9,999.99 and weighs less than 7 lbs.

Adds — Subtracts — Multiplies — Divides



Style 5 09 05

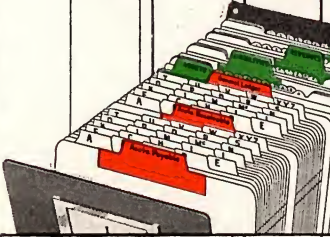
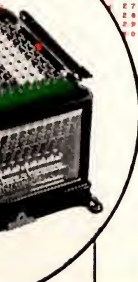
Weights *Only*
11 lbs.

A Style and Size for Every Business

Burroughs Simplified Accounting Plan

GENERAL LEDGER									
SHEET NO.	RATING		NAME Accounts Payable Control						
TERMS	ADDRESS								
CREDIT LIMIT									
OLD BALANCE	DATE	MEMO	FOLO	CHARGES	✓	CREDITS	✓	BALANCE	
37 998.00	JAN 26			47.00		194.00		37 998.00	
37 488.00	JAN 27			19.00				37 568.00	
37 568.00	JAN 28			50.00				32 568.00	
37 568.00	JAN 29					18.20		32 750.00	
32 750.00	JAN 30			27 50.				300 000.00	

GENERAL LEDGER									
SHEET NO.	RATING		NAME Accounts Receivable Control						
TERMS			ADDRESS						
CREDIT LIMIT									
DATE	MEMO	FOLO	CHARGES	✓	CREDITS	✓	BALANCE		
JAN 26			3.00		48.00		17 690.00	*	
JAN 27			3.00				17 240.00		
JAN 28			9.00		14.00		17 230.00		
JAN 29			12.00		8.00		17 160.00		
JAN 30			22.00				17 200.00	*	
			52.00		20.00		17 520.00	*	



SHEET NO.	RATING Good	NAME L. Dixon
TERMS		ADDRESS 17400 Third Ave
CREDIT LIMIT \$100.		

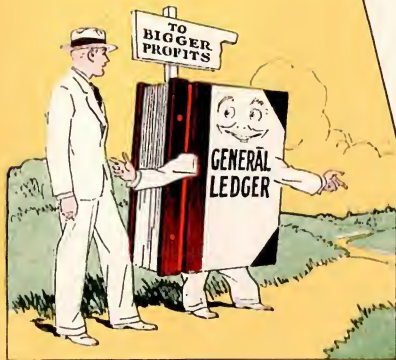
OLD BALANCE	DATE	MEMO	FOLO	CHARGES	✓	CREDITS	✓	BALANCE
10.50	JAN 8	47.34		10.50				10.50
17.00	JAN 19	47.91		6.50				17.00
6.50	JAN 20 ES					10.50		6.50
11.50	JAN 31	4.90		5.00				11.50
11.50	FEB 5	4.93		1.00				11.50
23.50	FEB 5	5.01		5.00				23.50

PALMER PARK BOOT SHOP
 DEALERS IN
 HIGH GRADE FOOTWEAR
 111 Marion Ave DETROIT, MICHIGAN
 Date Feb 15
 Name L. Dixon
 Address 17400 - 3rd Ave
 Bu Boys Store 5.00

MONTHLY STATEMENT
PALMER PARK BOOT SHOP
 111 MARION AVENUE
 Telephone
 Detroit, Michigan March 1,
 Mr. L. Dixon,
 17400 Third Ave.,
 City

JAN 8	6.50
JAN 19	5.00
FEB 5	12.00
FEB 5	5.00
TOTAL	28.50

The Machine Does the Work



Figuring Your Way to Bigger Profits

Financial Statement
Burrnough Simplified Accounting Plan
Date June 30, 19

ASSETS	LIABILITIES
Bank Account: 2,500	Accounts Payable 80
Cash on Hand 10	Notes Payable 80
Merch's Receivable 1,750	Trade Acceptances 80
Notes Receivable 10	Credit 1,076.57
Prepaid Insurance 7	Surplus Jan 1, 1,766.57
Proprietor's Personal 9	Profit this year 1,766.57
Proprietor's Furniture 21	
Automobile 21	
Furniture & Fixtures 22	
Equipment - Button Sewing 22	
Inventory - Men's 22	
Inventory - Women's 22	
Inventory - Children's 22	
Inventory - Shoes 22	
Inventory - Socks 22	

Individual Income Tax Return
For Net Income from Salaries or Wages of More Than \$100
OR INCOME, REGARDLESS OF AMOUNT, FROM BUSINESS, PROFESSION, SERVICE, OR SALE OF PROPERTY
Do Not Write in These Spaces
Name _____
Date _____

Profit and Loss Statement
Burrnough Simplified Accounting Plan
Date Dec 31 19

SALES:	All Departments	3,413,790.00
SALES:	Inventory Jan. 1	9,702.67
SALES:	Wise. Purchased during year	3,173,337.37
SALES:	Total Inventory & Purchases	4,145,604.04
SALES:	Less Inventory Dec. 31	4,077,321.00
SALES:	TOTAL COST OF GOODS SOLD	3,378,852.00
SALES:	GROSS PROFIT FROM SALES	16,779,380.00
EXPENSES:	Advertising	691.45
EXPENSES:	Automobile Expense	253.70
EXPENSES:	Depreciation Auto	150.00
EXPENSES:	Paint & Fix	150.00
EXPENSES:	Equipment	50.00
EXPENSES:	Discounts Allowed	50.32
EXPENSES:	Donations	100.00
EXPENSES:	Freight & Express - Out	497.66
EXPENSES:	Interest Paid	181.43
EXPENSES:	Insurance	800.00
EXPENSES:	Legal & Accounting	500.00
EXPENSES:	Light & Heat	289.52
EXPENSES:	Membership Associations	140.00
EXPENSES:	Postage, Stationery & Cpls	219.65
EXPENSES:	Rent	1,950.00
EXPENSES:	Repairs to shoes	46.53
EXPENSES:	Repairs to equipment	45.21
EXPENSES:	Salaries - Proprietor	3,000.00
EXPENSES:	Salaries & Commissions	3,000.00
EXPENSES:	Taxes	180.00
EXPENSES:	Telephone & Telegraph	70.32
EXPENSES:	Traveling Expenses	70.64
EXPENSES:	Wrapping Paper, Twine, etc	24.47
EXPENSES:	Miscellaneous Expense	49.87
EXPENSES:	TOTAL EXPENSES	13,117.44
EXPENSES:	NET PROFIT FROM SALES	3,662,248.00
OTHER INCOME:	Discounts Earned	86
OTHER INCOME:	Interest Received	87
OTHER INCOME:	TOTAL INCOME	3,723,548.00
LESS BAD DEBTS:	Charged Off	86.54
LESS BAD DEBTS:	TOTAL NET INCOME	3,625,000.00

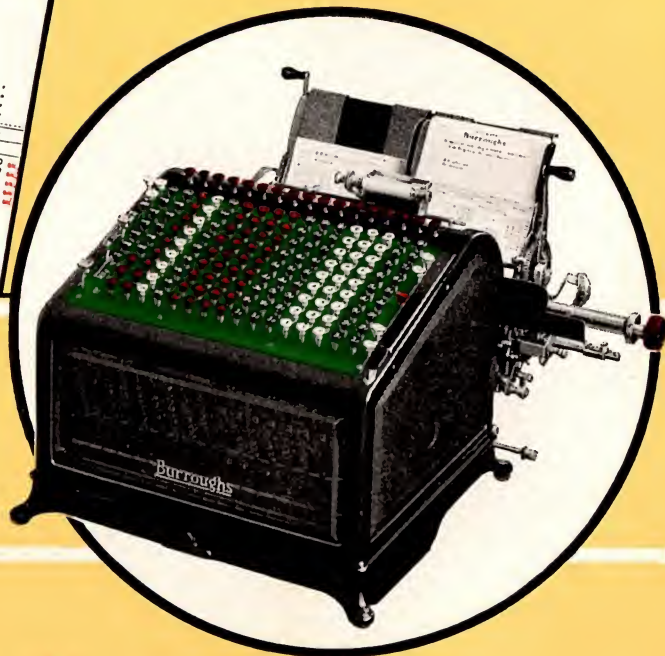
3662.24
578
5534
3743.57
98.54
3625.00
13117.44
3662.24
5832
5832
3723.54
98.54
3625.00

The Burroughs Automatic Ledger
and Statement Machine for
Commercial Accounts prevents
costly errors and saves valuable
time because of its many auto-
matic operations. , , , , ,

Name		Sheet No.	
Address		Rating	
Anyplace		Credit Limit	
DATE	DEBIT	CREDITS	
4500	100	4500	
5150	100	650	
6325	100	1175	
1825	100	475	4500
2300	100		

Style 11 17 28

Ledger, Statement and
Daily Proof
in One Operation



All Originals—No Carbon

Why Make TWO Jobs of Billing

?



Writing

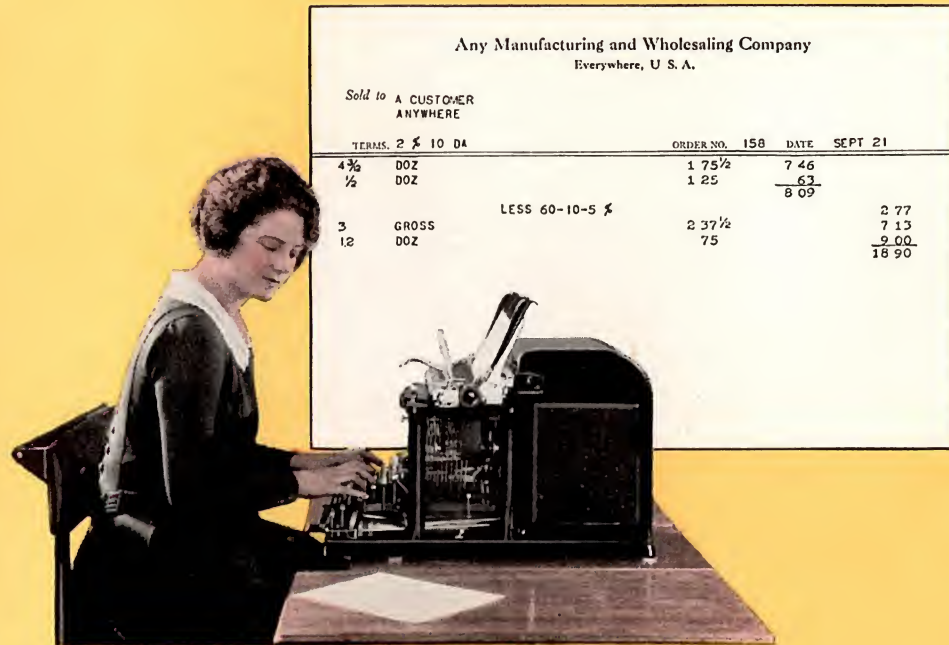


Figuring

The Burroughs Moon-Hopkins Billing Machine will write and compute a complete invoice in ONE operation. With any other method, the bill must be figured first, then copied. With the Burroughs *All* figuring is performed as the bill is typed. The figuring costs neither time nor money

The only machine that computes
and writes a complete bill

AT ONE
OPERATION

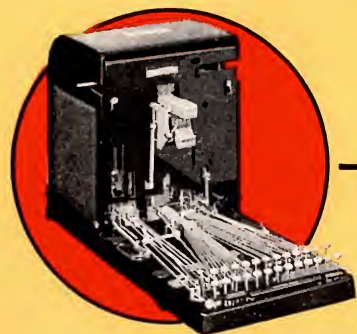


Any Manufacturing and Wholesaling Company
Everywhere, U S. A.

Sold to A CUSTOMER
ANYWHERE

TERMS. 2 % 10 DA		ORDER NO. 158	DATE SEPT 21
4 1/2	DOZ	1 75 1/2	7 46
1/2	DOZ	1 25	63
			8 09
LESS 60-10-5 %			2 77
3	GROSS	2 37 1/2	7 13
12	DOZ	75	9 00
			18 90

Burroughs Moon-Hopkins General Accounting Machine



an electric computing
mechanism that *prints*

+



a standard
typewriting unit

=



The Burroughs Moon-Hopkins General Accounting Machine is really an adding, bookkeeping, calculating and billing machine combined in one. It possesses the most remarkable combination of features ever assembled in an accounting machine—features which make it particularly applicable to general accounting work in every business.

WM, FULLERTON
PAYROLL WEEK ENDING NOVEMBER 27 1921

ACCOUNT OF PREPAID ORDERS 471H
GENERAL ACCOUNT
SHEET NO. 1

CHALFANT & SCOTT

JOURNAL

EXPENSE PER TON NOVEMBER

YARD EXPENSE	7500	21588 TONS	3
INSURANCE	787 74		36
DEPRECIATION	2090 44		94
LABOR			
REPAIRS & FUEL			

STEINBERGER BROS. CO.

GLOVES
230 FIFTH AVENUE
NEW YORK

YOUR NO. 3853
DEPT 100

SOLD TO
HARZFELDS INC
KANSAS CITY MO

ACCOUNTS PAYABLE

RENSON CARBURETOR COMPANY

769 W MADISON ST, CHICAGO, ILL

COMMISSION STATEMENT

MONTH OF JULY

SALESMAN WILLIAM H SMITH

DATE	CUSTOMER	6 %	3 %	2 %	1 %
JULY 29	JOSEPHSONS	585 00	486 75		
JULY 29	MILLS & JOHNSON			36 25	
JULY 29	HARZFELDS INC	2539 00	486 75	496 75	375 13

DATE	AMOUNT	TOTAL
39 00	585 00	
39 00	666 25	
39 00	607 74	

PAYABLE IN FUNDS CURRENT AT THE NEW YORK CLEARING HOUSE

WABASH

PICK UP DATE LEGAL MEMO

PICK UP	DATE	LEGAL	MEMO
25 79	NOV 1	7659	BALANCE
38 29	NOV 10	8950	WOSE
44 86	NOV 15	2356	WOSE
7 35	NOV 16		CHECK
6 57	NOV 30	9015	DISCOUNT
72 36	DEC 13	2578	WOSE

The Most Remarkable Accounting Machine Ever Built
 Performs ANY Accounting Job in ANY Business
 Handles Most of the Work Automatically

Now You Can Have Both

ITEMIZED BILLS

plus Burroughs

Automatic Features

Burroughs Moon-Hopkins Typewriter Bookkeeping Machine



ACCOUNTS RECEIVABLE JOURNAL				
Sheet No.	Date FEB. 15.			
FEB 15	BOYS SHOES	7.50	7.50	
2500 FEB 15	LADIES SHOES	12.00	38.25	
	HOBBS	1.00		
500 FEB 15	WOMEN SHOES	10.00	29.50	
2350 FEB 15	WOMEN SHOES	5.00	24.50	
	LADIES SHOES	5.00		

NAME L. BISHOP, DETROIT, MICH.			
ADDRESS 17800 THIRD AVE., DETROIT, MICH.			
DEBIT NO. 1			
TERMS 30 DAYS			
Date	Description	Debit	Credit
JAN 1	LADIES SHOES	10.50	10.50
JAN 15	LADIES SHOES	8.50	17.00
JAN 25	WOMEN SHOES	8.50	8.50
JAN 31	BOYS SHOES	11.00	11.00
FEB 5	WOMEN SHOES	12.00	23.00
FEB 15	LADIES SHOES	5.00	28.00

Burroughs Adding Machine Company			
DETROIT, MICHIGAN			
MARCH 1.			
MR. L. BISHOP, 17800 THIRD AVE., DETROIT, MICH.			
Date	Description	Debit	Credit
FEB 5	WOMEN SHOES	12.00	12.00
FEB 15	LADIES SHOES	5.00	17.50
			29.50

Complete in one operation—itemized statement, itemized ledger, itemized journal and proof! Burroughs bookkeeping machines have many automatic features which save time and prevent errors.

SPECIAL
LINES

MULTIPLYING

MISC. USES

OTHER
STYLES

The Burroughs Electric Calculator



Accuracy, Speed and
Ease of Operation
Never Before
Obtainable



Weight only
16 pounds

Accurate—Partial registration impossible

Fast—Electric operation permits utmost speed

Easy to Operate—Light, uniform keytouch reduces fatigue
(Same pressure and key travel on "9" as on "1")

THE BURROUGHS CALCULATOR

Checks your Incoming Bills~

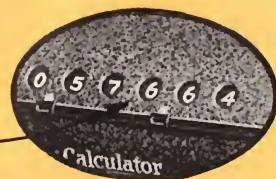
Don't pay for the other fellow's mistakes

Figures your Outgoing Invoices~

Be sure they are right

Incoming

INVOICE			
The General Mercantile Co. New York, N. Y.			
Sold to: WHITE BROTHERS 1236 MAIN ST.		Date JAN 19	
QUANTITY	DESCRIPTION	PRICE	AMOUNT
100	CS RED SALMON	3 60	360 00
25	CS BROOM HANDLES	1 85	46 25
50	DZ VELVET TOBACCO	1 50	75 00
25	DZ RED B MOPS	2 60	65 00
65	DZ SUPERIOR MILK	1 12 1/2	73 13
LESS 5-2%			619 38
			576 64



Outgoing

INVOICE			
White Bros. 1236 Main Street New York, N. Y.			
Sold to: A C HOWARD CO BROAD & HALIFAX		Date JAN 15	
QUANTITY	DESCRIPTION	PRICE	AMOUNT
6	CS CRYSTAL WHITE SOAP	6 65	39 90
7	CS RAVEN TIP MATCHES	6 25	43 75
3	CS KITCHEN SAPOLIO	3 75	11 25
3	DZ PRINCESS RED SALMON	1 65	4 95
1	DZ VELVET TOBACCO	1 86	1 86
2	DZ SUPERIOR PEAS	1 35	2 70
LESS 7 1/2%			104 41
			96 58

PROMOTES ACCURACY

PREVENTS MISTAKES AND LOSSES

REDUCES YOUR FIGURING EXPENSE

THE BURROUGHS CALCULATOR

Makes Inventory Figuring Easy

INVENTORY					Dept. No. 14		Dept. No. 14		
Merchandise Classification									
Date Taken 1/12		Called By L. P. D.		Written By A. W. L.		Sheet No. 5		Sheet No. 5	
Section	Description	Quantity	Price	Unit	Amount		Amount		
Sec. 1 Case 1	Thin Coats	25	17 98	Each	449	50	449	50	
	"	12	15 00	"	180	00	180	00	
	"	28	17 50	"	490	00	490	00	
	"	14	22 50	"	315	00	315	00	
	"	10	20 00	"	200	00	200	00	
	"	16	18 50	"	296	00	296	00	
Case 2	Chauffeur Caps	18	5 75	"	103	50	103	50	
Case 3	Slickers - Green	30	15 00	"	450	00	450	00	
	"	15	12 50	"	187	50	187	50	
	Yellow	24	17 98	"	431	52	431	52	
	Red	16	15 00	"	240	00	240	00	
	Blue	14	16 00	"	224	00	224	00	
	Plain	17	14 00	"	238	00	238	00	
					3805	02	3805	02	
Figured By B. H.					Figures Checked By J. H.				

ACCURATE ~ FAST ~ SIMPLE

Chain Discounts made easy with the Burroughs Calculator

BURROUGHS TABLES SHORTEN THE OPERATION

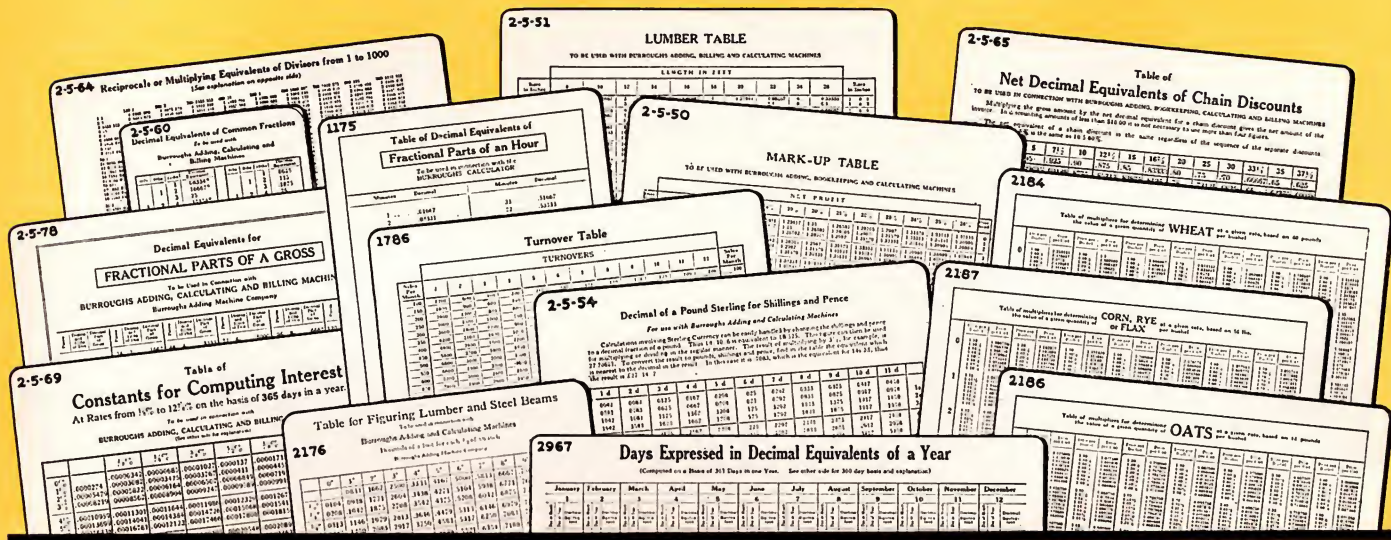
EXAMPLE: The gross amount of an invoice is \$43.45.
It carries a discount of $33\frac{1}{3}$, 10 and 10%
What is the net amount?

Rate %	5	$7\frac{1}{2}$	10	$12\frac{1}{2}$	15	$16\frac{2}{3}$	20	25	30	$33\frac{1}{3}$	35	$37\frac{1}{2}$
Net	.95	.925	.90	.875	.85	.83333	.80	.75	.70	.66667	.65	.625
$7\frac{1}{2}$.87875	.85563	.8325	.80938	.78625	.77083	.74	.69375	.6475	.61667	.60125	.57813
$7\frac{1}{2}$ $2\frac{1}{2}$.85678	.83423	.81169	.78914	.76659	.75156	.7215	.67641	.63131	.60125	.58622	.56367
$7\frac{1}{2}$ 5	.83481	.81284	.79088	.76891	.74694	.73229	.703	.65906	.61513	.58583	.57119	.54922
10	.855	.8325	.81	.7875	.765	.75	.72	.675	.63	.6	.585	.5625
10 $2\frac{1}{2}$.83363	.81169	.78975	.76781	.74588	.73125	.702	.65813	.61425	.585	.57038	.54844
10 5	.81225	.79088	.7695	.74813	.72675	.7125	.684	.64125	.5985	.57	.55575	.53438
10 5 $2\frac{1}{2}$.79194	.7711	.75026	.72942	.70858	.69469	.6669	.62522	.58354	.55575	.54186	.52102
10 $7\frac{1}{2}$.79088	.77006	.74925	.72844	.70763	.69375	.666	.62438	.58275	.555	.54113	.52031
10 10	.7695	.74925	.729	.70875	.6885	.675	.648	.6075	.567	.54	.5265	.50625

\$43.45 \times .54 = \$23.46, the net amount

EASY—FAST

Other tables that will save you time



The Burroughs Calculator
Utilizes *Short-Cut* Methods

Reduce your peak-load at payroll time with the Burroughs Calculator

12057		May 14th	
JESSE E WILLIS			
RATE .58	HOURS		EARNINGS
	D. W.	49 ⁵	28.71
	P. W.		
TOTAL			28.71
Day	IN	OUT	IN OUT IN OUT
MON	6 50	12 00	12 29 4 35
TUE	6 47	12 02	12 25 4 34
WED	6 53	12 01	12 28 4 33
THU	6 58	12 00	12 20 4 36
FRI	6 54	12 03	12 28 4 35
SAT	7 24	12 04	
SUN			
Trans. _____ To _____ From _____			
Start _____ Quit _____			

PROBLEM

$$9 \times 5 + 4.5 = 49.5 \text{ Hours}$$

$$49.5 @ .58 = \$28.71 \text{ Gross Earnings}$$

$$\text{Less } .25 \text{ Insurance}$$

$$\text{Less } 2.00 \text{ Merchandise}$$

$$26.46 \text{ Net Earnings}$$

MAXIMUM SPEED ~ MINIMUM EXPENSE

*Save time also in distributing your
Labor, Material and Overhead*

Save time computing columnar records

Cross-adding is easy, fast and accurate with the Burroughs Calculator. ✧



Many Columnar
Records
are Self-Proving

JOB COST RECORD

Date	Labor	Material	Overhead	Total
1				
2				
3				
4				
5				

PAYROLL

Name	No.	Hrs.	Pcs.	Rate	Gross	Deductions
Stein						
Adero						
Calder						
Matthew						

SALES SUMMARY

Week of 5/15

	1	2	3	4	5	6	7	8	9	10	11	12	Total
M	117.50	127.00	185.00	65.00	175.00	78.00	135.00	86.00	75.00	132.00	75.00	125.00	1375.50
T	22.00	56.00	98.00	88.00	145.00	85.00	87.00	125.00	96.50	75.00	137.50	48.00	1162.60
W	146.00	220.00	76.75	127.50	125.75	135.00	125.00	87.50	92.20	117.50	125.00	75.00	1455.30
T	110.00	146.00	133.25	96.00	85.75	115.00	115.00	112.00	110.00	125.00	98.00	125.75	1372.25
F	115.00	75.00	175.00	78.00	135.75	92.50	76.32	114.00	114.60	125.00	78.00	125.50	1301.62
S	122.00	132.00	200.00	125.00	98.00	78.00	67.32	112.00	114.00	78.60	35.50	115.00	1250.72
Total	732.50	756.00	818.00	579.50	765.50	583.50	605.64	636.50	607.30	653.10	549.30	632.75	7945.94

Proof

The Burroughs Calculator



The fastest machine
for
Sales Audits



Fast
Accurate
Easy to Operate

DEPARTMENT SALES SUMMARY					
Dept. 2			Week Ending 5/15		
Clerk	Charge Sales	No. Transactions	Returns	No. Returns	Net Charge Sales
11	70.20	67	5.00	6	65.20

SUMMARY CLERKS SALES					
Dept. 2 Clerk Mary Brown/ #12					
Date	Charge Sales	No. Transactions	Returns	No. Returns	Net Charge Sales
5-10	12.50	12	—		12.50

TALLY CARD			
Clerk's Name Mary Brown			
Date 5/15			
Dept.	Clerk No.	No. Transactions	Sales Dk.
2	12		305
Totals for Week			
No.	Cash	Charge	C. O. D.
5-17	1	.75	
18	2		1.30
19	3	.90	
20	4		.85
21	5	2.30	
22	6		1.50
	7	.80	
	8		3.30
	9		1.20
	10	1.20	
	11		3.60
	12		1.25

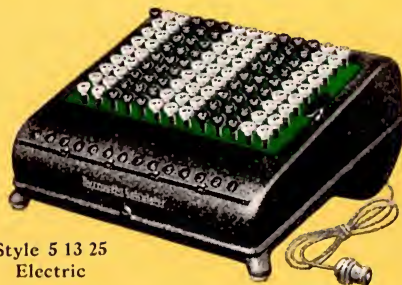
Totals for Week			
No.	Cash	Charge	C. O. D.
24			
25			
Total	6.40	18.90	4.90

A Style and Size for Every Need



Style
5 05 05
Hand

Five columns of keys
Totaling capacity, 9,999.99
Weight only 7 pounds



Style 5 13 25
Electric

Thirteen columns of keys
Totaling capacity, 999,999,999.99
This size also made for Hand Operation



Style
5 09 05
Hand

Nine columns of keys
Totaling capacity, 99,999,999.99
This size also made for Electric
Operation

Fractional machines are available for adding and subtracting
Hours and Minutes—Feet and Inches—Pounds and Ounces,
Etc. Automatically convert lower to higher denomination.

The Burroughs Operator's Chair

Promotes Health, Alertness
and
Efficiency

BECAUSE IT IS

*Designed for Correct
Body Posture*



Unusually Sturdy Construction



Reduces Operator Fatigue



Incorrect Posture
in ordinary chair
reduces operator
efficiency

Seat and Back Rest are quickly ad-
justed to the most restful position.
Arms and upper part of body have
entire freedom of motion.  



Correct Posture in
Burroughs
Operator's Chair
increases efficiency

*Noiseless Ball Bearing Swivel permits
easy turning without twisting body*



Burroughs-Made Ribbons and Paper

Specially made for Burroughs Machines

Burroughs Ribbons are made for long wear

Will not dry out quickly

Will not clog the type



250 feet long

Burroughs Non-Lint Paper

Absorbs minimum of ink
Produces no lint to get into
mechanism of the machine



ACCESSORIES

MULTIPL

CALCULATOR

USES

OTHER
STYLES



ACCESSORIES

MULTIPL

CALCULATOR

USES

OTHER
STYLES

